

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
November 2010**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on November 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 10.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 5.

The PM met with the TOAM on November 18 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,166 documents and edited 1,699 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 1.9 lft. of new documents, and processed 19 new sites.

Circulation Department staff shelf-read approximately 299.3 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 3 site files and shifted 4 lft. of files to make room for new documents.

The site assessment Librarian IV received .4 lft. of Oil Facility Response Plan documents, and worked 9.2 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

10.7 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

21.7 lft. of documents were retrieved from the FRC. 56.2 lft. of documents were returned to the FRC.

11 new accessions (182.5 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated November 22.

FRC Storage Report, updated November 22.

On-Site Storage Report, updated November 22.

Contracts On-Site Storage Report, November 5, 12, 15, 24.

Staff checked 7.1 lft. of unindexed Phoenix Goodyear Airport Area documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,047 documents (97,255 pages) during November and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during November.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty-four Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09MN	DEL MONTE CORP. (OAHU PLANTATION)
01	0962	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
00	09B8	HASSAYAMPA LANDFILL
01	0974	J.H. BAXTER & CO
02	097J	LEHR/OLD CAMPUS LANDFILL
00	091A	LEVIATHAN MINE (5 pkgs)
00	09KM	MCCLEUR TAILINGS
01	09M6	MEW STUDY AREA
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (also 2R/DH/P2)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (092S)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (092T)
01	09J6	PACIFIC COAST PIPELINES
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09QZ	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
04	09QY	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)(09QB)
02	091C	TUCSON SOURCES
01	09D1	WATKINS JOHNSON CO (STEWART DIVISION)
00	09R4	WESTERN PACIFIC RAILROAD CO.

Staff retrieved 11 cost packages/financial documents for EPA staff during November.

The Cost Package Documentation Index was updated on November 5, 12, 15, 24

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 17.0 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	00	ADVANCED ALUMINUM & BRASS SALES CORP
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0900	00	AFFORDABLE FURNITURE
09NE	00	AIRCRAFT PLATING CO. INC
09FL	00	ALAMEDA NAVAL AIR STATION
09FL	01	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0983	00	APPLIED MATERIALS
09JS	01	ASARCO INC HAYDEN PLT
0900	N/A	ASSOCIATED PLATING
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
0900	00	ATOMIC RAGS CO #1
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09MM	00	BLUE LEDGE MINE
0900	N/A	BRIZARD'S STORE (BROWNFIELD)
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0900	N/A	CADENA MERCURY REMOVAL
0900	00	CALIFORNIA CHEMICAL MANUFACTURING, LLC (AMR)
09EQ	00	CAPPELL ROAD ILLEGAL DUMP
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES*
0900	00	CENTRAL MINE
0900	00	CHAPALA AUTO REPAIR
0900	00	CHERRY HILL MINE
0935	01	COALINGA ASBESTOS MINE
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	00	COOPER DRUM
091N	01	COOPER DRUM

SSID	OU	SITE NAME
091N	02	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09JT	01	CYPRUS TOHONO MINE
09Y1	07	DCE CIRCUITS
0936	00	DEL AMO FACILITY
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.*
09P8	00	EDWARDS AIR FORCE BASE
0900	00	ELGIN MERCURY MINE
0900	00	EMPIRE MINE SULPHUR CREEK
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09Q6	00	FORT ORD
09Q6	01	FORT ORD
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
0900	N/A	GIST MINE (BROWNFIELD)
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09MA	00	HI-SHEAR TECHNOLOGY CORP
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
092N	05	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09GK	03	INDIAN BEND WASH SOUTH
09GL	03	INDIAN BEND WASH SOUTH
09Y2	07	INDIAN BEND WASH SOUTH
09Y3	07	INDIAN BEND WASH SOUTH
09Y6	07	INDIAN BEND WASH SOUTH
09G9	00	INDUSTRIAL WASTE PROCESSING
0988	00	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	N/A	JADE PRODUCTIONS
09F6	01	JASCO CHEMICAL CORP
0900	00	JERRY L PETTIS MEMORIAL VETERANS HOSPITAL
0900	00	K J WELDING & IRON WORKS
0900	00	KA'U AGRIBUSINESS SEED DIPPING AREA
09FM	01	KLAU/BUENA VISTA MINE

SSID	OU	SITE NAME
09FM	02	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	00	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE
09PV	00	LEVIATHAN MINE
09X8	02	LORENTZ BARREL & DRUM CO
09Q2	00	LUKE AIR FORCE BASE
0900	N/A	MADERA COUNTY (BROWNFIELDS)
0900	00	MANZANITA MINE
09N6	01	MARCH AIR FORCE BASE
0900	N/A	MCBETH SITE 1 (BROWNFIELD)
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0900	00	MILLERS CLEANERS
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
09GT	00	MONITOR PLATING CO
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09EY	00	MOUREN-LAURENS OIL
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09PM	00	NORTHEAST CHURCHROCK MINE SITE

SSID	OU	SITE NAME
0978	00	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
0900	N/A	OROTE LANDFILL
09J6	01	PACIFIC COAST PIPELINES
0900	00	PACIFIC PIPELINE PROJECT, LEBEC
0900	00	PACIFIC PIPELINE PROJECT, TEJON
099K	01	PEMACO MAYWOOD
09ET	00	PG&E MARTIN SERV CTR
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA*
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09EG	00	PRC PATTERSON
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	N/A	SALT RIVER CYPRESS LANDFILL (BROWNFIELDS)
0900	N/A	SALT RIVER FEEDLOT PROJECT (BROWNFIELDS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SANTA FE SPRINGS GRINDING
0944	00	SELMA TREATING CO
0900	00	SIERRA LAUNDERERS & CLEANERS
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	00	SMITH & THOMPSON PUMPING COMPANY (STPC)
09J8	00	SOLA OPTICAL USA, INC
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
0900	00	SPACE ORDNANCE SYSTEMS MINT CYN
0900	00	SPACE ORDNANCE SYSTEMS SAND CYN
091D	01	SULPHUR BANK MERCURY MINE

SSID	OU	SITE NAME
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09M1	01	TARP
09RF	00	TUBA CITY ABANDONED LDFL
091C	02	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
0900	N/A	TULLY CREEK DUMP SITE (BROWNFIELD)
0900	N/A	TYPHOON CHATA'AN
09R3	00	UNITED HECKATHORN CO
0900	N/A	UNOCAL - AVILA BEACH
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0900	00	WEST BENT BOLT
0900	00	WEST END MINE
09GF	01	WEST PLUME B - TUCSON
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WETSEL-OVIATT LUMBER
0900	00	WIDE AWAKE MINE
09QC	00	YOSEMITE CREEK SEDIMENT
0900	00	YUMA BORDER PATROL SECTOR
09NA	00	ZEIBRIGHT MINE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 56 requests for documents, performed 555 database searches in SDMS-C, and provided 930 documents for EPA staff and other requesters.

Twenty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 5 and November 3, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 28.75 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,575 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 445 pages from SDMS-C.

At the request of ORC attorney Laurie Williams 1 document from the Halaco Engineering Co. site file was redacted in preparation for a FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 32 requests for documents on CD-ROMs. 181,726 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO

SSID	OU	SITE NAME
09G6	01	INDIAN BEND WASH SOUTH
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
09FM	00	KLAU/BUENA VISTA MINE
0900	N/A	LA JOLLA INDIAN RESERVATION HOUSEHOLD HAZARDOUS WASTE
0941	01	MCCLELLAN AIR FORCE BASE
0946	01	MGM BRAKES
09GT	00	MONITOR PLATING CO
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
099C	00	SALTON SEA TEST BASE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SPACE ORDNANCE SYSTEMS SAND CYN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
09L9	01	TUCSON AFP 44

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in November:
Buena Vista/Klau Mercury Mine Removal Action #4 AR, sent November 10
Phoenix Goodyear Airport North, Northeast Plume Capture Dispute Resolution AR,
sent November 10

On November 22 staff met with the TOAM and RPM Holly Hadlock to conduct the kick-off meeting for the Pacific Coast Pipe Lines administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during November for the following sites:

Five work-performed compilations were created or updated during November.

OU	SSID	Site Name
00/01	094R	FRONTIER FERTILIZER
03	0958	OPERATING INDUSTRIES, INC., LANDFILL
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) (QB/QY/QZ)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 10 collection

Electronic files attached to E-mails: 43 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09WJ	00	INDALEX ALUMINUM SOLUTIONS
09FM	00	KLAU/BUENA VISTA MINE
09QM	00	NE CHURCHROCK QUIVIRA MINES
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09WE	01	PLUMAS EUREKA STATE HISTORIC PARK
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
SSID	OU	SITE NAME
09SY	00	SKYLINE AUM WASTE PILE SITE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on November 30.

The PM held a Managers/Supervisors meeting on November 15.

The PM held a Scanning Department meeting on November 9.

The PM held a Cost Recovery Department meeting on November 9.

The RMS IV/Assistant Manager held meetings with special projects staff on November 2.

The RMS IV/Circulation Department Supervisor held a departmental meeting on November 17.

The RMS IV/Head Indexer held a departmental meeting on November 2.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on November 17.

The PM purchased supplies and/or equipment during November as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, Records Center staff participated in a records clinic for EPA staff on November 16.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On November 9, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to install the latest Windows, Symantec and Big Fix updates on the EC018 server. Completed monthly certification in the Dragon database November 2.

An RMS IV/IS III attended meetings concerning the upcoming SDMS/SEMS database changes. Met with Ramona Johnson and Shailesh Prabhu to discuss the changes and get the SDMS/SEMS staging connect string in order to test our front end reporting applications. This is an ongoing issue.

An RMS IV/IS III coordinated with Jeff Tackett in preparation for the planned power outage in the Record Center and 75 Hawthorne November 5. The plan was successful and power was restored with no loss of data or integrity of the server and workstations.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

At the request of the TOAM, the PM attended the national annual ARMA (American Records Management Assoc) conference Expo on November 8.

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on November 18.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in November.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.7 Attend ECMS Meetings & Teleconferences

On November 3 staff met with the TOAM to discuss ECMS/SDMS Extender. Pilot testing results were reviewed to determine whether or not Region 9 should adopt Extender before phase 2 enhancements are implemented.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 19 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,251	42.9 lft.	58.6 lft.

Inventories

Records Surveyed	Year to Date
19.9 lft.	29.4 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
182.5 lft.	0 lft.	0 lft.	182.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
41	2	0	0	6	0	0	4	53

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

Two Librarian IV/Records Librarians performed indexing (284 documents, 1.0 linear feet) and one RMS II/Scanning Specialist performed scanning (5,477 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 125.6 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (323 documents, 1.0 linear feet) and three RMS II/Scanning Specialists performed scanning (4,090 pages) in order to complete work request #90213-1710 submitted by E. Chan which was completed 11/30/2010. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 111.1 hours were expended on this effort during the month.

SSID 09R8, OU 00, PHOENIX-GOODYEAR AIRPORT AREA

One RMS IV and two Librarian IV/Records Librarians performed indexing (186 documents, 2.2 linear feet) and three RMS II/Scanning Specialists performed scanning (6,365 pages) for AR compilation (work request #110830-1003 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 137.3 hours were expended on this effort during this reporting period.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three RMS II/Scanning Specialists performed scanning (54,531 pages) in order to retire older docs to the FRC. Additionally, two RMS III/Cost Recovery Specialists processed 1 Cost Recovery Documentation Package. A total of 191.8 hours were expended on this effort during this reporting period.